

AGENDA

BOARD OF COMMISSIONERS
REGULAR MEETING
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500

August 27, 2007
5:30 P.M. (EDT)

1. INVOCATION

Reverend Jerry Parritt

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

July 32, 2007 Regular Meeting; August 13, 2007
Special Work Session; August 16, 2007 Work
Session.

MAYOR'S REPORT

2. CEREMONIAL ITEMS

3. ORDINANCES

3.1 **SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Article 52 Section 02 Connections; Requirements and Charges.

Purpose: To consider adopting an ordinance amending Frankfort Code of Ordinances Article 52 Section 02 Connections; Requirements and Charges. This ordinance provides for an increase in capacity fees as recommended by Larry T. Williams.

Background: Based upon a recent audit by Mr. Williams, it was determined that our capacity fees need to be increased based upon "System Buy-in Methodology".

The proposed increase is from \$1,071 to \$1,642 plus an existing \$550 cleanout fee to a total capacity fee of \$2,192 for a 5/8 inch water meter. Capacity fees for larger meters are revised accordingly.

This Ordinance had its first reading on July 23, 2007.

Financial Analysis: Adoption of this ordinance will have a positive financial impact due to receipt of fees.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

Steve Dawson
Director
Finance
502/875-8500
sdawson@frankfort.ky.gov

3.2 **SECOND READING:** An ordinance amending Frankfort Code of Ordinances Article 52 Section 04 Charges.

Purpose: To consider an ordinance amending Frankfort Code of Ordinances Article 52 Section 04 Charges. This ordinance provides for a rate increase to fund necessary system improvements.

Background: Based upon ongoing evaluations of the collection system there are numerous improvements to the infrastructure that must be accomplished within the coming years. The proposed rate increase will allow the Sewer Department to address the identified problems.

The increase in rates is proposed as follows:

January 1, 2008	12%
January 1, 2010	15%
January 1, 2012	15%

This Ordinance had its first reading on July 23, 2007.

Financial Analysis: Adoption of this ordinance will have a positive financial impact due to receipt of fees.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name:	William R. Scalf, Jr., PE	Steve Dawson
Title:	Director	Director
Department:	Sewer	Finance
Phone:	502/875-2448	502/875-8500
Email:	wscalf@frankfort.ky.gov	sdawson@frankfort.ky.gov

- 3.3 SECOND READING:** An Ordinance amending the City of Frankfort's Code of Ordinances –Chapter 151 – by amending the City of Frankfort's Subdivision and Development Plan Regulations - Ordinance No. 23, 2005 Series and Ordinance No. 3, 2004 Series, being the adopted subdivision and development plan regulations for Frankfort and Franklin County, by amending Section 7.06.07 authorization to begin construction; section 8.01.07 acceptance of improvements and Certificate of Occupancy; Section 8.01.12 improvements retained in private ownership; and Section 8.01.17 issuance of building permits prior to completion of public improvements.

Purpose: To amend the City's Subdivision and Development Plan Regulation ordinance to make the specific sections consistent with the county's regulations and the adopted directive of the Frankfort/Franklin County Planning Commission.

Background: On April 26, 2007, the Frankfort/Franklin County Planning Commission directed both planning staff's to issue temporary certificates of occupancy for structures until the text can be amended. On June 14, 2007, the Frankfort/Franklin County Planning Commission held a public hearing and took testimony concerning the attached ordinance amendments, then closed the public testimony, and unanimously approved the attached text amendment to clarify when building permits and certificate of occupancy's can be issued in relationship to subdivision construction. Both the City and County are recommended to adopt the text amendment so both jurisdictions will contain the exact same language.

This Ordinance had its first reading on July 23, 2007.

Recommendation: Approval

Attachments:

- Ordinance
- Minutes from the June 14, 2007 Planning Commission meeting

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8513
Email: gmuller@frankfort-ky.gov

- 3.4 SECOND READING:** An Ordinance to amend the City of Frankfort's Code of Ordinances – Chapter 152 – by amending the City of Frankfort's Zoning Regulations - Ordinance No. 8, 1983 Series, by repealing Article 9 Flood Plain Zone in its entirety and adopting a new Article 9 Flood Damage Prevention in its entirety.

Purpose: To amend the City's Zoning Ordinance as recommended by the Frankfort/Franklin County Planning Commission and the Zoning Update Committee by repealing Article 9 Flood Plain Zone in its entirety and to adopt a new Article 9 – Flood Damage Prevention ordinance in its entirety. This will also adopt by reference the newly prepared FIRM/FEMA flood maps for properties within the City limits with an effective date of September 28, 2007.

Background: In February 2006, FEMA provided the city and county preliminary copies of their proposed updated FIRM maps. In July of 2006, FEMA and CORPS representatives met with the city and public to go over the proposed revisions. In August 2006, FEMA published the public notice of the proposed changes that initiated a 90 day appeal period. (As you may recall there were areas in north Frankfort and Holmes Street area that were appealed by the city and FEMA supported the City's position following a certification letter from the CORPS, concerning the north Frankfort flood protection). On November 27, 2006, the appeal period ended, no public citizen appeals were received by the City.

In January 2007, the City was informed that the 1997 floodwall is required to be re-certified by an engineer or the CORPS. After numerous discussions and meetings with both the CORPS and representatives of FEMA, on March 8, 2007, the City received from FEMA formal notice of their requested Letter of Agreement and Provisional Accredited Levee (PAL).

On April 28, 2007 the city received an additional letter from FEMA indicating that the new FIRM maps by FEMA will take effect on September 28, 2007. Furthermore that the city must update its flood ordinances prior to September 28, 2007 in order to remain in good standing with the National Flood Insurance Program.

On May 21, 2007, the City Commission approved the Letter of Agreement and Provisional Accredited Levee (PAL) that indicated the requirement of adopting a new flood damage prevention ordinance by September 28, 2007.

On June 27, 2007, the Zoning Update Committee discussed the proposed new Article 9 – Flood Damage Prevention Ordinance. The committee supports the revised proposed text amendment.

On July 12, 2007, the Frankfort/Franklin County Planning Commission held a public hearing, closed the public hearing, approved the report as the findings rather than requesting a summary, and voted approval to recommend the City of Frankfort's Board of Commissioners to approve the proposed text amendment.

Attachment:

- Ordinance
- The report submitted to the Planning Commission
- Minutes of the July 14, 2007 Planning Commission meeting

This Ordinance had its first reading on July 23, 2007.

Recommendation: Approval

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8513
Email: gmuller@frankfort-ky.gov

- 3.5 SECOND READING:** An Ordinance amending Ordinance No. 17, 2007 Series appropriating the revenue to be received by the City of Frankfort for the Fiscal Year 2007-2008 to provide for the payment of overtime.

Purpose: The purpose of this item is to consider approval of an ordinance amending the 2007-2008 budget to provide monies for the City of Frankfort to pay overtime.

Background: The 2007-2008 Budget for the City of Frankfort was approved by the City Commission, on June 25, 2007. Since that time, the Kentucky Department of Labor has issued an order providing for the payment of additional overtime. The amount of additional overtime, including taxes and benefits, is approximately \$350,000.00. This Ordinance would amend the 2007-2008 Budget to provide monies to pay the additional overtime.

This Ordinance had its first reading on July 23, 2007.

Financial Analysis: Approximately \$350,000 in additional overtime pay will be paid.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort-ky.gov

- 3.6 SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 74, Traffic Schedules; Schedule I, One-Way Streets.

Purpose: To update Chapters 74 of the City's Code of Ordinances to delete references to outdated information.

Background: The City ordinances concerning one-way streets contained information that was outdated. Therefore, Chapter 74 requires revision.

This Ordinance had its first reading July 23, 2007.

Recommendation: Approval

Attachment:

- Ordinance

Contact Persons:

Name:	Jeff Hackbart	Robert C. Moore
Title:	Director	City Solicitor
Department:	Public Works	
Phone:	502/875-8500	502/227-2271
Email:	jhackbart@frankfort-ky.gov	rmoores@hazelcox.com

3.7 SECOND READING: An Ordinance amending Frankfort Code of Ordinances Chapter 75, Traffic Schedules; Schedule III, Unlawful Passing.

Purpose: To update Chapters 75 of the City's Code of Ordinances to delete references to outdated information.

Background: The City ordinances concerning one-way streets and parking schedules contained information that was outdated. Therefore, Chapter 74 and Chapter 75 required revision to delete the references to outdated information.

This Ordinance had its first reading on July 23, 2007.

Recommendation: Approval

Attachment:

- Ordinance

Contact Persons:

Name:	Jeff Hackbart	Robert C. Moore
Title:	Director	City Solicitor
Department:	Public Works	
Phone:	502/875-8500	502/227-2271
Email:	jhackbart@frankfort-ky.gov	rmoores@hazelcox.com

3.8 FIRST READING: An Ordinance amending Frankfort Code of Ordinances Chapter 110, General Licensing Provisions, Section 110.04, Net Business Profits.

Purpose: To set forth more specifically the Nexus test that must be satisfied for the City of Frankfort to require individuals or entities to pay the business license fee imposed by Section 110.04 of the Frankfort Code of Ordinances.

Background: The Amendment to include the Nexus test provides clarification for the individuals or entities to pay the Frankfort Business License Fee.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name:	Robert C. Moore
Title:	City Solicitor
Department:	
Phone:	502/227-2271
Email:	rmoores@hazelcox.com

3.9 FIRST READING: An Ordinance amending Frankfort Code of Ordinances Chapter 110, General Licensing Provisions, Section 110.03(a)(5)(c).

Purpose: To clarify that individuals employed to perform duties entirely outside the City, but who enter the City for the purposes of reporting, receiving instructions, testifying, accounting, etc., only occasionally and incidental to their duties outside the City, shall not be deemed activities for which business license tax or occupational license tax is required to be paid to the City.

Background: This Ordinance clarifies that individuals employed to perform duties entirely outside the City, but who enter the City for the purposes of reporting, receiving instructions, testifying, accounting, etc., only occasionally and incidental to their duties outside the City, shall not be deemed activities for which business license tax or occupational license tax is required to be paid to the City.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: Robert C. Moore
Title: City Solicitor
Department:
Phone: 502/227-2271
Email: rmoores@hazelcox.com

- 3.10 First Reading:** An Ordinance fixing the rate of taxation for the Year 2008 on all motor vehicles and levying a tax for all city purposes.

Purpose: The purpose of this item is to consider an ordinance to set the tax rate for motor vehicles for the year 2008 at 22.7 cents per \$100 valuation.

Background: The tax rate must be set no later than 10-1-07 as required by the Kentucky Department of Revenue. The tax rate proposed for 2008 is the same rate as approved for 2007.

Recommended: Approval

Attachments:

- Ordinance

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort-ky.gov

- 3.11 First Reading:** An Ordinance Fixing the Rate of Taxation for the Year 2007 on all Tangible Property subject to tax, Trust and Insurance Companies, Public Service Companies and Levying said tax for all city purposes.

Purpose: The purpose of this item is to consider an ordinance setting the tax rate for 2007 Ad Valorem Taxes (allowing a 4% increase) and setting the rate for 2007 Insurance Taxable Capital Taxes.

Background: Proposed rates for 2007 are as follows (for General Fund Purposes):

1. Ad Valorem	19.9 cents
2. Insurance Taxable Capital	50.0 cents

Rates are levied for each \$100 valuation.

The 2006 Ad Valorem Tax rate was set at 19.7 cents.

Financial Analysis: The rates will be 19.9 cents for 2007 and as a result the City will net an additional \$156,945 due to the change. Included in the increase is \$47,913 derived from new property.

Recommendation: Approval

Attachments:

- Public Hearing Notice
- Ordinance

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort-ky.gov

- 3.12 FIRST READING:** An Ordinance amending Frankfort Code of Ordinances, Ordinance No. 32, 2006 Series to correct the property description of 92 acres of property annexed along Highway US 60.

Purpose: Approval of an Ordinance amending Ordinance No.32, 2006 Series to correct the property description of 92 acres of property annexed along Highway US 60.

Background: This Ordinance will make a correction to the property description of the annexed property along US 60.

Recommendation: Approval

Attachment:

- Ordinance

Contact Persons

Name:	Tony Massey	Rob Moore
Title:	City Manager	City Solicitor
Department:	City Manager	
Phone:	502/875-8500	502/227-2271
E-Mail:	Amassey@frankfort-ky.gov	Rmoore@hazelcox.com

- 4. ORDERS**
None

5. RESOLUTIONS

- 5.1** A Resolution of the City of Frankfort, Kentucky authorizing the Mayor to enter into an Agreement with the Governor's Office for Local Development (GOLD) for the Kentucky Body Armor Program, to execute any documents which are deemed necessary by GOLD to facilitate this project, and to act as the authorized Correspondent for this project.

To authorize the acceptance of 2007 Kentucky Body Armor Program funds and authorize the Mayor to sign all grant-related documents (Police Department).

Purpose: Requesting authorization to accept \$1,300.00 in Kentucky Body Armor Program funds for two Service Animal Vests and give the Mayor authority to sign all grant related documents including the Memorandum of Agreement with the Governor's Office of Local Development (GOLD).

Background: In early 2007, members of the Frankfort Police Department's Canine Unit requested funding for body armor for two service animals through the Kentucky Body Armor Program. Their request has been approved by GOLD and a Memorandum of Agreement has been sent to the City. The funding does not require matching funds.

Recommendation: Approval

Attachments:

- Resolution
- Memorandum of Agreement

Contact Persons:

Name:	Mark Wilhoite	Rebecca Hall
Title:	Chief	Grants Manager
Department:	Police Department.	City Manager
Phone:	502/352-2042	502/352-2076
E-mail	mwilhoite@frankfort-ky.gov	rhall@frankfort-ky.gov

- 5.2** Resolution of the City of Frankfort, Kentucky supporting the Kentucky Department of Military Affairs expansion of the Army Aviation Support Facility at the Boone National Guard Center.

Purpose: To consider a Resolution of support for the Army Aviation Support Facility Expansion at the Boone National Guard Center.

Background: At the August 13, 2007 Work Session,, Major General Donald Storm and other from the Kentucky National Guard gave a presentation pertaining to an expansion/relocation off the Army Aviation Support Facility at Boone Center. At the conclusion of the session, it was requested a resolution in support of this project be placed on the August 27, 2007 Agenda for consideration.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	Tony Massey
Title:	City Manager
Department:	City Manager
Phone:	502/875-8500
Email:	Amassey@frankfort-ky.gov

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 6.1** To approve a Sewer Extension Contract with Brown & Francis Properties Frankfort, LLC, 836 Euclid Avenue, Suite 209, Lexington, Kentucky 40502 (Sewer Department).

Purpose: To approve a contract with Brown & Francis Properties Frankfort, LLC as owners of 1632 Louisville Road in Frankfort, Franklin County, Kentucky, which is zoned commercial development of one lot, with improvements including 205 feet of 1 ½ inch green CTS PE pipe serving the one lot.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Norman Brown, Member, Brown & Francis Properties Frankfort, LLC has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval

Attachments:

- Sewer Extension Contract

Contact Person

Name: William R. Scaf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscaf@Frankfort.KY.gov

- 6.2** To authorize the valuation of the Police and Firefighters' Retirement Fund as of January 1, 2007 for \$3,400.00 (Finance Department).

Purpose: To authorize the valuation of the Police and Firefighters' Retirement Fund with Mercer Human Resource Consulting, Inc, (Stephen Galal), and authorize the Mayor to execute the service contract.

Background: In accordance with KRS 95.875 actuarial valuations should be performed once every three years. The most recent valuation of this plan was as of January 1, 2004 therefore the next valuation should be performed as of January 1, 2007.

Financial Analysis: Funds are available in the Police and Fire Retirement Fund.

Recommendation: Approval

Attachments:

- KRS 95.875
- Agreement

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort-ky.gov

- 6.3** To authorize the use of \$19,444.34 from the Contingency Fund to pay for cost overrun of the water line at Fort Hill Park (Parks and Recreation).

Purpose: The purpose of this item is to seek permission to use \$19,444.34 from the Contingency Fund to pay for overrun on the water line at Fort Hill Park.

Background: In July 2005, Purchase Order Number 19420 (\$82,673) was issued to the Frankfort Plant Board for 50% of the cost of the water line – the Plant Board being our partner. This was an estimate. We ran into more rock than anticipated thus the overrun on the estimate.

Financial Analysis: Funding available in the amount of \$19,444.31 from the City's Contingency Fund.

Recommendation: Approval.

Attachments:

- Agreement letter with revised costs (6-29-07)
- Original Agreement letter (6-27-05) and Purchase Order

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks & Recreation
Phone: 502/875-8575
E-Mail: SBrooks@Frankfort-Ky.gov

- 6.4** To authorize solicitation of bids for the pipe bursting and construction of the Winding Way Sewer Replacement Project (Sewer Department).

Purpose: The purpose of this item is to authorize the Sewer Department to solicit bids for the replacement of failing sewers in the Winding Way area.

Background: The existing sewers along Winding Way are in disrepair. In several locations, the sewers are cracked and broken creating a significant source in inflow. This project will consist of pipe bursting 205 feet of existing 8-inch pipe and pipe bursting 90 feet of existing 6-inch pipe; the elimination and replacement of two old manholes one of which is brick; and replace 22 ½ feet of lateral line and install FSD standard cleanout boxes at the edge of the right-of-way for the three properties. FSD will acquire the easements.

Financial Analysis: Funding is available in Account No. 300.68.53250.

Recommendation: Approval

Attachments: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort.KY.gov

- 6.5** Authorization to award a professional services contract to Brighton Acquisition Company for the title reports, negotiations, and closings for easement acquisition for the Allnut Drive Sewer Replacement Project (Sewer Department).

Purpose: The purpose of this item is to consider awarding a professional services contract to Brighton Acquisition Company for the title reports, negotiations, and closings for easement acquisition for the Allnut Drive Sewer Replacement Project

Background: The Frankfort Sewer Department has contracted with Quest Engineers for the design and bidding of the Allnut Drive Sewer Replacement Project. Quest Engineers has potentially identified 14 properties that need a Permanent Easement, a Construction Easement or an Acquisition Easement. Brighton has performed easement acquisition services for the Department in the past. Their fee will be a Lump Sum of \$550 per property with a cap of \$7,700 if easements are required on all 14 properties. Individual costs for easement acquisition for each property will be determined during the negotiation process and paid following signing of the easement.

Financial Analysis: Funds are available in Account No. 450.68.56550.

Recommendation: Approval

Attachment:

- Professional Services Agreement

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.6** Authorization to award a professional services contract to Brighton Acquisition Company for the title reports, negotiations, and closings for easement acquisition for the East Frankfort Pump Station and Sewer Line Project (Sewer Department).

Purpose: The purpose of this item is to consider awarding a professional services contract to Brighton Acquisition Company for the title reports, negotiations, and closings for easement acquisition for the East Frankfort Pump Station and Sewer Line Project.

Background: The Frankfort Sewer Department has contracted with GRW Engineers for the design and bidding of the East Frankfort Pump Station and Sewer Line Project. GRW Engineers has potentially identified 29 properties that need a Permanent Easement, a Construction Easement or an Acquisition Easement. Brighton has performed easement acquisition services for the Department in the past. Their fee will be a Lump Sum of \$1,050 per property with a cap of \$30,450 if easements are required on all 29 properties. Individual costs for easement acquisition for each property will be determined during the negotiation process and paid following signing of the easement.

Financial Analysis: Funds are available in Account No. 450.68.56550.

Recommendation: Approval

Attachment:

- Professional Services Agreement

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.7** To authorize as surplus a 1990 Sutphen Aerial truck and approve its sale to the City of Harbor Springs, Michigan (Fire Department).

Purpose: To declare a 1990 Sutphen Aerial truck surplus and approve its sale to the City of Harbor Springs, Michigan.

Background: In the Fiscal Year 2006/2007 budget process, the Board of Commissioners authorized the replacement of a 1990 Sutphen Aerial fire truck. Proceeds from the sale of that vehicle were to be applied to the purchase of a new aerial truck. In September 2006, the City of Harbor Springs, Michigan agreed to purchase the truck for \$169,000, with the agreement to take delivery no later than August 2007. They have paid a \$10,000 deposit to the City of Frankfort. Frankfort Fire Department will take delivery of the new

replacement vehicle in September 2007. The 1990 truck therefore needs to be declared surplus and sold to Harbor Springs no later than August 31, 2007.

Financial Analysis: \$169,000 will be received from the sale to be applied to the total cost of a new truck.

Recommendation: Approval

Attachments: None

Contact Person

Name: Wallace Possich

Title: Chief

Department: Fire

Phone: 502/875-8511

Email: wpossich@frankfort-ky.gov

6.8 Authorization to pave the gravel areas of Capitol View Park (Parks and Recreation).

Purpose: To gain permission to have the gravel areas in Capitol View Park blacktopped.

Background: Each year various Parks' funds are used for park improvements and blacktopping. Capitol View Park is the only park with gravel areas remaining. Five areas will be blacktopped this season. The remaining areas will be blacktopped next year. H. G. Mays, the blacktop contractor for the City, will do the work.

Financial Analysis: Total cost will be \$41,500. Funds available in Account No. 100.80.56550.

Recommendation: Approval

Attachments:

- Purchase Order Requisition
- Breakdown of areas to be paved
- Aerial photograph of areas to be paved

Contact Person

Name: Steve Brooks

Title: Director

Department: Parks and Recreation

Phone: 502/875-8574

Email: sbrooks@frankfort-ky.gov

6.9 To authorize the Sewer Department to advertise a Request for Qualifications for an Odor Study for a portion of the sewer collection system (Sewer Department).

Purpose: The purpose of this item is to authorize the Sewer Department to advertise a Request for Qualifications for an Odor Study for a portion of the sewer collection system.

Background: Due the extremely hot and dry conditions, the Sewer Department is receiving an unusually high number of odor complaints on the west side of Frankfort. The Department has been addressing these on a case-by-case basis. It is the belief of the Sewer Department that hiring a firm to perform a comprehensive odor study of the subject area will have a more significant impact on the odor problems and should save the Department money if addressed system wide. This Request for Qualifications will allow a qualified firm to evaluate the subject area and make recommendations on a comprehensive odor program for west Frankfort.

Financial Analysis: Funding is available in Account No. 200.68.53265.

Recommendation: Approval

Attachments: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort.KY.gov

- 6.10** Authorization of a bid award to MTN Construction, Inc. to construct modifications to the Septage Dump Pit located at the Wastewater Treatment Plant (Sewer Department).

Purpose: The purpose of this item is to consider a bid award to MTN Construction, Inc. to construct modifications to the Septage Dump Pit located at the Wastewater Treatment Plant.

Background: The existing Septage Dump Pit is undersized with the increasing use required by a more aggressive cleaning program of the collection system and the pump stations. The pipe leaving the pit is undersized and constantly gets clogged by debris from the VAC Truck, resulting in expended manpower to clear the pipe. In addition, the pit is undersized and discharge from VAC trucks regularly spill over onto the adjacent surfaces resulting in additional man-hours to clean the area. This project will increase the pit size and replace the existing pipe with a larger pipe.

HMB Engineers recommends that the City award the contract to the lowest responsible bidder, MTN Construction, Inc. in the amount of \$70,875.00.

Financial Analysis: Funding is available in Account No. 450.68.56550.

Recommendation: Approval

Attachments:

- Bid Tab
- HMB Award Recommendation

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@frankfort-ky.gov

- 6.11** To authorize purchase of 2007 New VACTOR Model 2103 combination sewer vacuum and high-pressure jet rodder (Sewer Department).

Purpose: To authorize purchase of 2007 New VACTOR Model 2103 combination sewer vacuum and high-pressure jet rodder for the Sewer Department.

Background: The Sewer Department advertised the VAC Truck and mailed out 4 bid packages. Only 1 bid was received from Jack Doheny Supplies for a New VACTOR Model 2103 combination sewer vacuum and high-pressure jet rodder. The vehicle meets all requirements of the Sewer Department. The base price of the vehicle is \$190,000 with the vendor providing 2 lease-to-own options. Upon careful consideration of the options provided the Sewer Department recommends a 5-year straight lease with annual payments of \$41,613.66 with the Department owning the vehicle outright at the end of the 5-year period.

Additionally the Sewer Department would like to exercise the VAPOROOTER System Option for an additional one-time cost of \$17,000. The Sewer Department currently spends approximately \$50,000 per year for application of chemical root control. The VAPOROOTER System will allow the Sewer Department to purchase the root control chemical and apply with in-house personnel.

Financial Analysis: Funds are available in Account No. 300.68.56550.

Recommendation: Approval

Attachment:

- Bid Quote

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

6.12	<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Appointment	Anthony S. Manns	Sewer	9-11-07	Tech I
		Randy L. Adams	Sewer	9-11-07	Tech I
		Mary Driver	Communications	8-28-07	Telecommunicator
	Promotion	Greg T. Rogers	Transit	8-28-07	Transit Foreman
		Wayne Briscoe	Fire	8-28-07	To Sergeant from Firefighter II
		Carter Northcutt	Fire	8-28-07	To Lieutenant from Sergeant
		Brad Gold	Fire	8-28-07	To Captain from Lieutenant
		Dustin Bowman	Police	9-1-07	To Sergeant from Police Officer III
		Stephen Sutton	Police	9-1-07	To Lieutenant from Sergeant
		Jeffrey Abrams	Police	9-1-07	To Captain from Lieutenant
	Retirement	Debra Clancy	Police	8-31-07	Captain; authorization to pay all accrued time as of effective date.
	Resignation	Justin Evilsizor	Planning	8-3-07	Authorized to pay all accrued time as of effective date
		Chris M. Eaton	Police	8-15-07	Authorization to pay all accrued time as of effective date

Attachments:

- Retirement Letter – Debra Clancy
- Resignation letter - Justin Evilsizor
- Resignation letter – Chris M. Eaton

Contact Person

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
Email: jmorrow@frankfort-ky.gov

7. BOARD APPOINTMENTS

8. OLD BUSINESS

9. NEW BUSINESS

9.1 To consider selection of a form to use in evaluating City Manager's performance.

Purpose: To select the form to be used in evaluating the performance of the City Manager.

Background: The City Solicitor has previously presented two separate forms for the Board to consider using to evaluate the City Manager's performance.

Attachments:

- City Manager Evaluation Form "A"
- City Manager Evaluation Form "B"

10. CITIZEN COMMENTS

11. COMMISSIONER COMMENTS

12. ADJOURNMENT